



May 24, 2019

Ms. Emma Best
Muckrock News
Dept. MR 73600
411A Highland Avenue
Somerville, MA 02144-2516

RE: FOIA Case No. 2019-FPRO-00968

Dear Ms. Best:

This responds to your Freedom of Information Act (FOIA) request dated May 21, 2019, in which you seek access to Postal Service records pertaining to 12 listed items. Specifically, you seek access to the following:

Documents generated as part of the creation of the FOIA office...to include:

1. The instruction to do so from the Agency, as well as any guidance from the senior leadership.
2. Documents discussing proposals and procedures.
3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office.
4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation.
5. A copy of the agency's first perfected (successful) FOIA request.
6. Copies of other FOIA requests filed before the FOIA request described above.
7. Processing notes, search slips and response documents regarding the FOIA requests described above.
8. The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests.
9. A copy of the agency's first successful FOIA appeal.
10. Copies of other FOIA appeals received by the agency before the appeal described above.
11. Processing notes, search slips and response documents regarding the FOIA appeals described above.
12. The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals.

Based on the information provided, the agency official having jurisdiction over the subject matter of your request is the General Counsel and Executive Vice President, 475 L'Enfant Plaza, SW, Washington, DC 20260-1100.

I have forwarded items 3 and 9-12 of your request to the Law Department for action and direct response to you. You may contact Jacqueline Connelly, Integration & Support Coordinator at 202-268-4815 with any questions. This office will respond to items 1, 2, 4, and 5-8 of your request. I can be reached at (202) 268-7216.

Sincerely,

A handwritten signature in blue ink that reads "Cheryl Woody". The signature is fluid and cursive, with the first name "Cheryl" and last name "Woody" clearly distinguishable.

Cheryl Woody
Sr. Govt. Information Specialist

cc: Jacqueline Connelly